



VISAYAS
STATE UNIVERSITY

**FACULTY OF
TEACHER EDUCATION**

May 23, 2025

PROSE IVY G. YEPES, Ed. D.
University President
VSU, Visca, Baybay City, Leyte

Dear Dr. Yepes,

Greetings in the Mighty Name of the Lord!

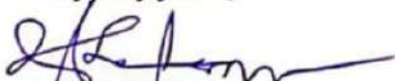
I am writing your good office concerning the issued Memorandum Circular No. 137, Series of 2025 regarding the monetization of leave credits for CY 2025.

May I therefore respectfully request for the monetization of my fifty (50) days earned vacation and sick leave credits. I am interested to undergo another set of executive check-ups for my physical and psychological well-being. Last year, I have known that I have gallstones. This year, I'll be having my follow up executive check-up, though I am hoping to be super healthy.

With fervent prayer, I look forward to your favorable action on this request.

Thank you very much and more power!

Very truly yours,


LEO A. MAMOLO
Dean, FTE

Approved:

PROSE IVY G. YEPES, Ed. D.
University President



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Page 1 of 1
FM-VSU-03
V4 01-23-2025
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